



APPEAL APPLICATION 2015

OFFICE USE ONLY: (Pre-Application Conference is Optional for Type 1)
Total App Fee: _____ File #: _____ Project Cost: _____
Less Pre-App Fee: _____ Date: _____ Receipt: _____
Balance Due: _____ Date: _____ Receipt: _____

TYPE - PLEASE CHECK ONE:

- ☐ Appeal of a Type I Decision (i.e. Design Review for a Duplex, Sign, or Single Family Residence)
☐ Appeal of a Type II Decision (i.e. Variance, or Design Review, Subdivision)
☐ Appeal of a Type III Decision (i.e. Conditional Use Permit)
☐ Appeal of Peddler, Solicitor, or Temporary Merchant
☐ Other (explain): _____

APPLICANT INFORMATION:

APPLICANT: _____

ADDRESS: _____

PHONE: _____ MOBILE: _____ FAX: _____

CO-APPLICANT (if applicable): _____ PHONE: _____

ADDRESS: _____

GENERAL INFORMATION:

PROJECT NAME: _____

FILE NUMBER OF PROJECT BEING APPEALED: _____

PROJECT LOCATION: _____

PROJECT DESCRIPTION / USE: _____

BRIEFLY DESCRIBE THE REASON FOR YOUR APPEAL:

SPECIFIC APPEAL REQUIREMENTS ARE ATTACHED

General Checklist: ☐ Fees ☐ Notice Information ☐ Written Response Supporting Appeal.

THE ABOVE STATEMENTS AND INFORMATION HEREIN CONTAINED ARE IN ALL RESPECTS TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I AFFIRM THAT I WAS PARTY TO THE INITIAL PROCEEDINGS.

Applicant Signature Date

Owner Signature Date

Print Name

Print Name

GENERAL INFORMATION

Appeal Process

- Type I:** An appeal of a Type I decision by the Director may be appealed within 14 calendar days of the date of the decision by the Director. Appeals may be made only by an Affected Party, Type I (the person or party submitting the application). Appeals of a Type I application are processed as a Type III Procedure and proceed to the Planning Commission.
- Type II:** An appeal of a Type II decision by the Director may be appealed within 14 calendar days of the date of the decision. Appeals may be made only by an Affected Party, Type II (the applicant, any party entitled to receive notice of the decision, or anyone providing written comments within 14 calendar days prior to the date of the decision). Appeals of a Type II application are processed as a Type III Procedure and proceed to the Planning Commission.
- Type III:** An appeal of a Type III decision by the Planning Commission must occur within 14 calendar days of the Planning Commission's written decision. Appeals may be made only by an Affected Party, Type III.

Type III actions that require an ordinance to be adopted in order to become effective shall be reviewed by the City Council as a new hearing. The City Council shall receive the recommendation from the Planning Commission to the City Council on these actions. The action will not be considered final for the purpose of appeals, until a final decision is rendered by the City Council.

The initial appeal of a Type I, Type II, or Type III decision shall be a new hearing. Any second appeal to the city council of a Type I or Type II decision shall be a record hearing unless the applicant requests a new hearing and waives the 120-day time limit for processing applications in accordance with NMC 15.100.100 and state statutes. Appeal of a Type II decision must be based on the written comments raised prior to the expiration notice comment period pursuant to NMC 15.100.220. Appeal of a Type III decision made by the planning commission must be based on the written or oral testimony and evidence raised in the record of the planning commission.

The record shall include:

- A factual report prepared by the Director.
- All exhibits, material, pleadings, memoranda, stipulations, and motions submitted by any party and reviewed or considered in reaching the decision under review.
- The minutes of the hearing and a detailed summary of the evidence.

Peddler, Solicitor, or Temporary Merchant: Any applicant for a license or registration which is denied may appeal the decision to the city manager. The city manager may accept or reject the decision of city staff, waive any requirements imposed, or refer the matter to the city council. The applicant may appeal the decision of the city manager to the city council. All appeals must be made by submitting a formal request of an appeal to the city manager, together with a nonrefundable processing fee as established by city council resolution. (No fee as of 04/04/2013)

• **Submit Application**

- Pay Fees (and deposit for transcript if required)
- Complete Appeal Form
- Submit other required information

- **Processing Type I, II, III:** A meeting will be scheduled before the Planning Commission or City Council.
 - Staff will perform a completeness check of the appeal application and notify the appellant by phone or in writing if any information is missing. Processing Time: 0 to 3 days.
 - Staff will schedule the appeal for the next available agenda, typically 4-6 weeks.
 - Staff will route the application to affected agencies and City departments. Processing Time: 14 to 20 days.
 - Applicant will provide copies of mailed notice to the City for review, mail the approved notice to property owners within 500 ft of the site, and provide staff with an affidavit verifying that the notice was mailed. Processing Time: 14 to 20 days.
 - A party aggrieved by the final determination may appeal the decision to the Land Use Board of Appeals.
 - **Processing Peddler, Solicitor or Temporary Merchant:**
 - Complete application form with reasons and details
 - Processing Time: up to 14 days
 - If requested, a face to face meeting with the City Manager will be scheduled
-

Helpful Hints:

- **Questions?** Information is free! Please do not hesitate to call (503) 537-1210 prior to submitting the application.
- **Partial Applications:** Please do not submit partial applications. If the application, fee, deposit for transcript costs, and other required information are not submitted together; the processing will be delayed and the application may not be accepted for review. Please check the general checklist on the appeal application to make sure you have everything. If you have questions call the Planning Division. The more work you can do prior to submittal, the faster the application can be processed.
- **Face to Face:** It is best to submit an application in person. That way you can receive immediate feed-back if there's missing information or suggestions for improvements.

CITY OF NEWBERG

REQUIREMENTS FOR MAILED NOTICES

For all Type II and Type III land use applications, mailed notice must be sent to all property owners within five hundred (500) feet of the site. Newberg Development Code § 15.100.210 sets forth the requirements for mailed notices. The applicant is responsible for preparing and mailing the notices, for paying the postage, and for submitting an affidavit of mailing within two days of mailing the notices.

Mailing List:

- The applicant must create a mailing list including the tax lot numbers and addresses of property owners within five hundred (500) feet of the outer boundaries of the tax lot or tax lots of the proposed project. This information can be obtained at a local title company.
- The Planning and Building Department may request that notice be provided to people other than those who own property within five hundred (500) feet of the site, if the Department believes that they are affected or otherwise represent an interest that may be affected by the proposed development.
- The mailing list and a copy of the mailed notice should be submitted with the affidavit of mailing.
- Envelopes returned to the post office should go to the Planning and Building office so that they can be kept with the application file. The return address on the notices should read:

City of Newberg
Planning & Building Department
P.O. Box 970
Newberg, OR 97132

A return address stamp is available at the Planning and Building Office for your convenience.

Mailed Notice Deadlines:

- Before mailing the notice, the applicant must submit a copy for approval to the City of Newberg Planning & Building Department at 414 E. First Street.
- For Type II actions, the notice must be mailed at least fourteen (14) days before a decision is rendered. For Type III actions, the notice must be mailed at least twenty (20) days before the first new hearing, or if two or more hearings are required, ten (10) days before the first new hearing.
- The affidavit of mailing must be submitted to the Planning and Building Office within two (2) days of mailing the notice.

Sample Notices:

Sample notices are included for each type of land use application. Information to be filled in by the applicant is indicated by italicized text.

CITY OF NEWBERG

REQUIREMENTS FOR POSTED NOTICES

For all Type II and Type III land use applications, the site must be posted with an approved notice. Newberg Development Code §15.100.260 establishes the standards for posted notices. Before notice is posted on the site, a copy of the notice must be submitted to the Planning and Building Office for review. Within two (2) days of posting the site, an affidavit of posting must be submitted to the Planning and Building Office.

Posted notices must contain the following information:

- ☐ Planning Division file number
- ☐ A brief description of the proposal
- ☐ Phone number and address for the City of Newberg Planning & Building Department, 414 E. First Street, phone (503) 537-1240

Guidelines for Posting Notice:

- ☐ The posted notice must be waterproof and a minimum of two (2) feet by three (3) feet in size.
- ☐ Each frontage of the site must be posted. If a frontage is more than six hundred (600) feet in length, additional notices are required for each six hundred (600) feet or fraction thereof. For example, a lot with a 1400' frontage on Wynyoski Street must be posted with three notices along that frontage.
- ☐ The notices must not be posted within the public right-of-way, though they must be within ten (10) feet of it.
- ☐ The notices must be clearly visible to pedestrians and motorists in the public right-of-way, and must not be posted on trees.
- ☐ For Type II applications, the site must be posted at least fourteen (14) days before a decision is rendered.
- ☐ For Type III applications, the site must be posted at least ten days (10) before the first scheduled hearing.

Signs for posted notices:

The posted notices must be able to withstand adverse weather. All posted notice signs must conform to the attached example. Signs must be landscape orientation and white with black lettering ("sans-serif" font i.e. Arial or block printing).

Signs may be ordered custom-made from sign companies such as Chehalem Sign Co., or applicants may construct their own signs.

Acceptable materials for notice signs:

(Dimensions: minimum 2' x 3')

- ☐ Plywood (but sign face must be white)
- ☐ Plastic or corrugated plastic
- ☐ Foam core board (available at many art and hobby supply shops)
- ☐ Water resistant poster board
- ☐ Other weatherproof materials

Posted notice signs may not be attached to trees, and must be located outside the public right-of-way but within ten (10) feet of it. Therefore, the signs should have legs or stakes or otherwise be freestanding.

Removal of Posted Notice:

The notice must remain posted until a final decision is made. Within ten (10) days of the final decision, the notice(s) must be removed from the site by the applicant.

Land Use Notice

FILE # (insert the file number assigned to you at the time of application)

PROPOSAL: (insert general description of project)

FOR FURTHER INFORMATION, CONTACT:

City of Newberg
Planning & Building Department
414 E First Street
Phone: 503-537-1240

CITY OF NEWBERG
SAMPLE POSTED NOTICE

3'

2'

- Notice must be white with black letters, and must be landscape orientation, as shown above.
- The notice must be lettered using block printing or a “sans-serif” font, such as Arial.